ACGI-2800 SMART FORM
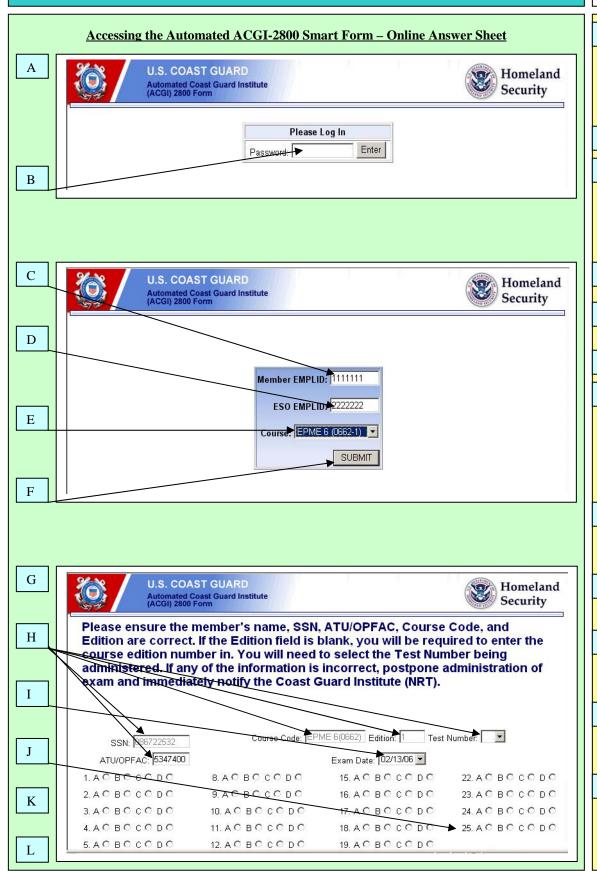
A step-by-step guide to using the Automated Coast Guard Institute (ACGI) 2800 On-Line Answer

Accessing the Automated ACGI-2800 Smart Form – Online Answer Sheet

A

U.S. COAST GUARD
Automated Coast Guard Institute (ACGI) 2800 Form
Homeland Security

Please Log In
Password: _____ Enter

B

C

U.S. COAST GUARD
Automated Coast Guard Institute (ACGI) 2800 Form
Homeland Security

D

E

Member EMPLID: 1111111

ESO EMPLID: 2222222

Course: EPME 6 (0662-1)

SUBMIT

F

G

U.S. COAST GUARD
Automated Coast Guard Institute (ACGI) 2800 Form
Homeland Security

Please ensure the member's name, SSN, ATU/OPFAC, Course Code, and Edition are correct. If the Edition field is blank, you will be required to enter the course edition number in. You will need to select the Test Number being administered. If any of the information is incorrect, postpone administration of exam and immediately notify the Coast Guard Institute (NRT).

H

I

SSN: 086722532   Course Code: EPME 6(0662)   Edition: 1   Test Number: ___

J

ATU/OPFAC: 5347400   Exam Date: 02/13/06

K

1. A B C D   8. A B C D   15. A B C D   22. A B C D
2. A B C D   9. A B C D   16. A B C D   23. A B C D
3. A B C D   10. A B C D   17. A B C D   24. A B C D
4. A B C D   11. A B C D   18. A B C D   25. A B C D
5. A B C D   12. A B C D   19. A B C D

L

A The Smart Form web address/password can be obtained by sending email to cgi-pf-nrt_eso_emails@uscg.mil

B Enter password

C Enter the member's EMPLID **NOTE:** If EMPLID is rejected use "6666666" as the EMPLID and enter members Social on the next page.

D Enter ESO's EMLPID.

E Select EOCT to be administered

F Click SUBMIT

G If the member has taken the same test within the past 21 days, the form will not let the member take the test again until 21 days has elapsed
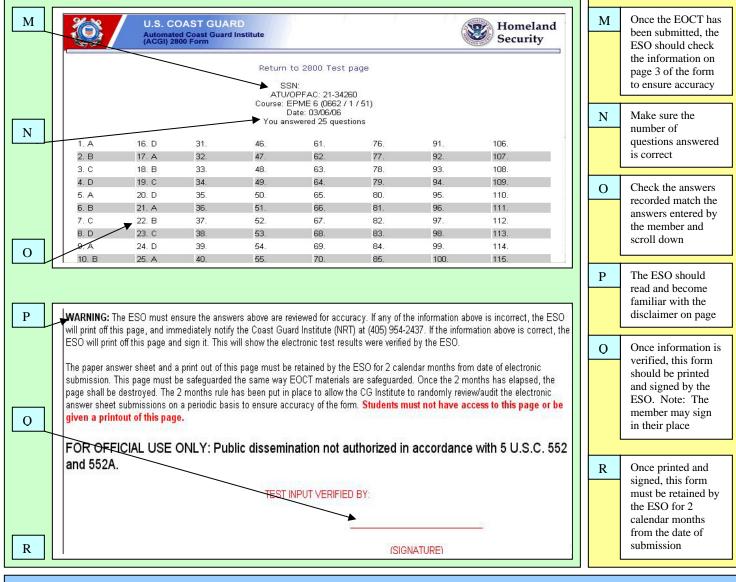
H Verify member's information. If not correct, contact CGI (nrt)

I Select test version number and enter the Exam date

J number of available answers should correspond with the EOCT administered

K Member must answer every question on the EOCT

L When complete, scroll down and click SUBMIT

U.S. COAST GUARD
Automated Coast Guard Institute
(ACGI) 2800 Form

Homeland Security

Return to 2800 Test page

SSN:
ATU/OPFAC: 21-34260
Course: EPME 6 (0662 / 1 / 51)
Date: 03/06/06
You answered 25 questions

1. A	16. D	31.	46.	61.	76.	91.	106.
2. B	17. A	32.	47.	62.	77.	92.	107.
3. C	18. B	33.	48.	63.	78.	93.	108.
4. D	19. C	34.	49.	64.	79.	94.	109.
5. A	20. D	35.	50.	65.	80.	95.	110.
6. B	21. A	36.	51.	66.	81.	96.	111.
7. C	22. B	37.	52.	67.	82.	97.	112.
8. D	23. C	38.	53.	68.	83.	98.	113.
9. A	24. D	39.	54.	69.	84.	99.	114.
10. B	25. A	40.	55.	70.	85.	100.	115.

WARNING: The ESO must ensure the answers above are reviewed for accuracy. If any of the information above is incorrect, the ESO will print off this page, and immediately notify the Coast Guard Institute (NRT) at (405) 954-2437. If the information above is correct, the ESO will print off this page and sign it. This will show the electronic test results were verified by the ESO.

The paper answer sheet and a print out of this page must be retained by the ESO for 2 calendar months from date of electronic submission. This page must be safeguarded the same way EOCT materials are safeguarded. Once the 2 months has elapsed, the page shall be destroyed. The 2 months rule has been put in place to allow the CG Institute to randomly review/audit the electronic answer sheet submissions on a periodic basis to ensure accuracy of the form. **Students must not have access to this page or be given a printout of this page.**

FOR OFFICIAL USE ONLY: Public dissemination not authorized in accordance with 5 U.S.C. 552 and 552A.

TEST INPUT VERIFIED BY:

_____
(SIGNATURE)

Annotations (right column):

N	Make sure the number of questions answered is correct
O	Check the answers recorded match the answers entered by the member and scroll down
P	The ESO should read and become familiar with the disclaimer on page
Q	Once information is verified, this form should be printed and signed by the ESO. Note: The member may sign in their place
R	Once printed and signed, this form must be retained by the ESO for 2 calendar months from the date of submission

Annotations (left column): M, N, O, P, Q, R

Advantages of the ACGI – 2800 Smart Form

1. Student information is already entered, so there are fewer chances for mistakes by the ESO.

2. Obsolete Courses and editions numbers cannot be chosen, therefore eliminating the possibility of entering an obsolete EOCT or wrong edition number.

3. The number of answers available on the form matches the number of questions on the exam.

4. Members cannot leave questions blank.

5. Fewer possible errors, allowing for faster test results for members.

6. 21 day rule enforced on the form. Keeps member from taking the same exam again before the 21 days are up.

7. Keeps ESO's from having to keep track whether the 21 days has elapsed or not for each member.

General Reminders for Library ESOs:

- When processing any library EOCT, make sure the member is not currently enrolled in the course. If an enrollment already exists it could delay processing of the EOCT up to five days.

- All EOCT/E-PME AQE pass/fail results are posted in Direct Access, Monday through Thursday each week (except holidays).

- PSC (adv) no longer accepts duplicate letters, email, or any other form of correspondence from the Institute as proof of passing a course for advancements. The only accepted medium is the course being posted to the member's education record on Direct Access.

Non-Resident Training Department Contact Numbers:
405-954-XXXX

Customer Service	2437
CWO3 Dale Bunger - Department Head	7275
Mr. Charles Garrison - Assistant Department Head	7263
YN2 Michael Britt – Processing Manager	7258
YN2 Eric Perez – Library Unit Manager	7265
YN2 John Mullins – Distributions Manager	9388

Questions may also be emailed to CGI-PF-DLPT_CGInstitute@uscg.mil